



Personal and Intimate Care Policy

At Greasley Beauvale Primary and Nursery School, the Governors recognise the importance of ensuring equal opportunity for all children and adults. The Governors will continue to ensure that this is an essential element of all school policies and actions.

The right to develop, learn and work in an environment free from discrimination is implicit in our school's ethos and embodied in its Vision.

Our Vision:

At Greasley Beauvale Primary and Nursery School, our vision is for everyone to **reach their true potential, nurture their talents** and foster a personal **love of learning** through a **safe, engaging and challenging curriculum. We take notice of each other** and **strive to be healthy and happy in body and mind.** We **champion physical, emotional and mental wellbeing** to **promote the best outcomes for everyone** to **build a healthy future together.**

*At Greasley Beauvale Primary and Nursery School, you are “**Learning for Life**” to “**Paint Your Own Rainbow**”*

This latest update of this policy: November 2025.

Governing Body approval through National College policy management: November 2025.

Date of next review: November 2026

Signed: _____ (Chair) Date: November 2025

Nominated SLT member responsible for policy: Taryn Manson

Personal and Intimate Care Policy

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1. Statement of intent

Greasley Beauvale Primary and Nursery School understands the importance of its responsibility to safeguard and promote the welfare of children.

Children may require assistance with intimate care as a result of their age or due to having special education needs and/or disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- maintain their dignity;
- are sensitive to their needs and preferences;
- maximise their safety and comfort;
- protect them against intrusion and abuse;
- respect the child's right to give or withdraw their consent;
- encourage the child to care for themselves as much as they can;
- protect the rights of all others involved.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- DfE (2025) 'Keeping children safe in education'
- Education Act 2002
- Education Act 2011
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Allegations of Abuse Against Staff Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Employee Code of Conduct Policy
- Health and Safety Policy
- Supporting children with medical condition Policy
- Whistleblowing Policy

3. Definitions

For the purpose of this policy, **"intimate care"** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- helping a child with eating and drinking for reasons of illness or disability;
- body bathing other than to the arms and face, and to the legs below the knee;
- application of medical treatment other than to the arms and face, and to the legs below the knee;
- toileting, wiping and care in the genital and anal areas;
- dressing and undressing.

4. Health and safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a child with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Children with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a child in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately in the specific bins that have been provided.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

5. Roles and responsibilities

The governing body will be responsible for:

- ensuring that all personal and intimate care adheres to and reflects the principles outlined in this policy;
- approving this policy before it is implemented;
- monitoring this policy.

The Head Teacher will be responsible for:

- ensuring that staff members are aware of personal and intimate care protocols;
- consulting with relevant and reputable experts if challenging situations regarding children's personal and intimate care arise;
- ensuring that the intimate care of all children is carefully planned, including the creation of individual plans following discussions with the parent and the child, with input from the SENDCo.

The SENDCo will be responsible for:

- working closely with the Head Teacher and governing body to ensure that children's personal and intimate care needs are addressed in line with policy guidance;
- ensuring that the intimate care of all children is carefully planned, including the creation of individual plans following discussions with the parent, the child and the staff working with the child.

Staff members will be responsible for:

- undergoing annual training for the provision of intimate care;
- completing inspection daily inspection records for plinth and wheeled stool;
- undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

6. Procedures for intimate care

- Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.
- Staff who provide intimate care will have a list of personalised changing times for the children in their care which will be adhered to at all times, where possible, and will be shared with parents daily.
- Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies for undue periods of time.
- If the designated members of staff for a child's intimate care are absent, another member of staff (in the team) will change the child, adhering to the arranged times.
- The changing areas:
 - are warm and comfortable for the children and are private from others;
 - hot water and liquid soap are available for staff to wash their hands before and after changing a nappy;
 - the changing area will also be cleaned appropriately after use using disposable roll paper and soap and hot water;
 - hot air dryer and paper towels available for members of staff to dry their hands.
- Each child using nappies will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- Before changing a child's nappy:
 - members of staff will put on disposable gloves and aprons;
 - the changing area will be cleaned appropriately using disposable roll paper, soap and hot water.
- When changing a child's nappy:

- ask the child's consent;
 - if the child does not want to be changed, parents will need to be called
 - before each of the following steps, tell the child what you are going to do:
 - remove clothing bottoms and nappy;
 - wipe the soiled area;
 - any used nappies will be placed in a tied plastic bag and disposed of in accordance with the school's Hygiene Policy;
 - put a clean nappy on;
 - put clothing bottoms back on;
 - any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents at the end of the school day.
- After changing, log the change online on medical tracker and select the option to send an email to notify parents that their child has been changed
 - Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
 - If a child requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
 - Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
 - Members of staff will use the **Toilet Introduction Procedures**, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.
 - Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

7. Parental involvement

The school will liaise closely with parents to establish individual intimate care requirements for each child which will set out the following:

- what care is required;
- any additional equipment needed;
- the child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions;
- the child's level of ability, i.e. what procedures of intimate care the child can do themselves;
- any adjustments necessary in respect to cultural or religious views;
- the procedure for monitoring and reviewing the intimate care plan.

The information concerning the child's intimate care plan will be stored on CPOMS.

The parents of the child are required to sign the **Intimate Care Parental Consent Form** to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

Parents will be asked to supply the following items for their child's individual storage box:

- spare nappies
- wipes, creams, nappy sacks, etc.
- spare clothing
- spare underwear

8. Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children. Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy. All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

9. Monitoring and review

This policy will be reviewed annually by the SENDCo, Miss Taryn Manson, and updated in line with any changes to statutory guidance or legislation.

It will be approved by the governing body through the National College policy management system.

Appendix A

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. the child becomes aware of having wet and/or soiled pants;
2. the child knows that urination/defecation is taking place and can alert a member of staff;
3. the child realises that they need to urinate/defecate and alerts a member of staff in advance.

During these stages, members of staff will assess the child over a period of **two weeks** to determine:

- if there is a pattern to when the child is soiled/wet;
- the indicators that the child displays when they need the toilet, e.g., facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice;
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet;
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet;
- Ensure that the child can reach the toilet and is comfortable doing so;
- Stay with the child and talk to them to make them more relaxed about using the toilet;
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise;
- Deal with any accidents discreetly, sensitively and without any unnecessary attention;
- Be patient with children when they are using the toilet and use positive language and praise to encourage them.

Appendix B

Intimate Care Consent and Information for Parents

We understand that personal and intimate care is a sensitive and important aspect of your child's wellbeing at school. At Greasley, we are committed to ensuring that every child feels safe, respected, and supported in all aspects of their care. This includes situations where personal assistance may be required, such as toileting, changing clothes, or managing hygiene needs.

To help you feel confident in the care your child receives, we would like to share our approach, procedures, and the safeguards we have in place to uphold dignity, privacy, and trust.

Key members of staff who will support your child with their personal and intimate care needs whilst they are at school	XXXvv
Where will the intimate care be carried out?	
Preschool disabled toilet/ KS1 disabled toilet/ Reception area disabled toilet	
What equipment/resources will be required?	
Supplied by school: Changing mat/plinth, paper bed roll, soap and warm water, paper hand towels Supplied by families: Nappies, wipes and nappy bags Stationed in the disabled toilets: Bin to dispose soiled nappies, wipes and paper towel	
What infection control procedures are in place?	
Staff to wash hands with soap and warm water before and after nappy change Changing surface to wiped down before and after nappy change Changing surface to have a layer of paper bed roll Soiled nappies and wipes to be placed in a nappy bag and disposed of in the labelled bin	
What disposal procedures are in place?	
Soiled nappies and wipes to be placed in a nappy bag and disposed of in the labelled bin Labelled bin to be emptied daily	
What actions will be taken if any concerns arise?	
Each nappy change will be recorded on meditracker (and shared with parents) – any concerns will be noted on the meditracker form initially. Concerns will be logged on CPOMS, shared with a DSL and parents will be contacted. Should a social referral need to be made – the MASH team will be contacted.	
What do parents need to provide?	
<ul style="list-style-type: none">• Nappies, wipes and nappy bags (a full pack of each would be best and school will notify when stock is low)• Cream (if required)• Spare clothing and underwear	
What are the reporting procedures for parents?	
After changing: <ul style="list-style-type: none">• Log the change on the paper log sheet in the child's box• Parents will receive a meditracker notification	

I have read the Personal and Intimate Care Policy provided by Greasley Beauvale Primary School and I agree to the intimate care plan outlined above:

Appendix D

Plinth safety inspection record

Setting:

Plinth make: Model: Serial no:

The checks below must be carried out & recorded: daily

Please report any defects/problems immediately to: ICELS care of customercare@redcross.org.uk

Areas to inspect
Manufacturer's instructions: available
Wheels: secure, good condition, free moving
Brakes: work properly
Frame: joints secure, nuts and bolts secure, no visible signs of damage
Raising/lowering/profiling mechanism: fully raises/lowers/profiles
Mattress: good condition, fits appropriately
General condition: clean, no damage, padding in good condition
Bedrails: secure, no damage, fix and unlock appropriately
Attachments: secure no damage
Cable/plug/hand control/transformer: secure, no damage, trapping

Date and sign below when all the above have been checked. Any concerns regarding the above checks please contact ICELS (Red Cross)

Date	Date	Date	Date	Date	Date	Date	Date
Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials

Appendix E



**Physical Disability Specialist Service
PDSS**

Setting:

Wheeled stool make: **Model:** **Serial no:**

The checks below must be carried out & recorded: daily

Please report any defects/problems immediately to: ICELS care of customercare@redcross.org.uk

Areas to inspect
Manufacturer's instructions: available
Wheels/castors: good condition, running freely, secure, no damage.
Brakes: secure, not damaged and work correctly
Seat: secure, not damaged or material torn and fitted correctly.
Frame: no obvious damage.
Screws, lever locks: are all present, the hexagonal key is present,
Overall condition: clean, moves in a straight line, no resistance/drag
MAXIMUM USER WEIGHT = 100Kg

Date and sign below when all the above have been checked. Any concerns regarding the above checks please contact ICELS (Red Cross)

Date Initials	Date Initials	Date Initials	Date Initials	Date Initials	Date Initials	Date Initials	Date Initials